

## **HUMAN RESOURCES BULLETIN 01-06**

### **5 June 2001**

#### **Chomping at the bit to make new TSP elections? ABC-C is ready!!**

The ABC-C's Interactive Voice Response System (IVRS) for the TSP Module is now operational for TSP elections! Mosey on in to the automated system by calling 1-877-276-9287, toll free, and follow the prompts to the TSP Section. On the subject of TSP, see article below regarding designation of beneficiary for TSP!

#### **Have You Updated Your Beneficiary Forms Lately?**

A change in marital or family status does not automatically change a previously designated beneficiary, nor does it prevent the previously designated beneficiary from receiving death benefits. The most common mistake is when the employee names a spouse, later divorces that spouse, but forgets to change the beneficiary form. There are several types of beneficiary forms that should be completed to designate after-death-payable-benefits:

- **Standard Form 2823**, Designation of Beneficiary, Federal Employee's Group Life Insurance (FEGLI),
- **Standard Form 2808**, Designation of Beneficiary Civil Service Retirement System,
- **Standard Form 3102**, Designation of Beneficiary, Federal Employee's Retirement System,
- **Standard Form 1152**, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee, and
- **TSP-3**, Thrift Savings Plan, Designation of Beneficiary.

To obtain additional information on each type of designation visit the website for OPM or ABC-C:  
<http://www.opm.gov/insure/designations/index.htm>  
<http://www.abc.army.mil/information/abclife/information/beneficiaryforms.htm>.

#### **Student Loan Repayment Details Released**

Agencies and employees needing more details about the student loan repayment program have a new resource available to them - a Q&A style format put out by OPM. The information covers service requirements, eligibility, criteria, and procedures for repayment. It also provides details on the conditions under which the employee must reimburse the agency and the impact an agency's payment of an employee's student loan has on the employee's taxes. For example, the guidance states that the student loan repayment is includible in the employee's gross income for federal tax purposes. To read the "Questions and Answers: Student Loan Repayment Program," click on [www.opm.gov/studentloan/q&a.htm](http://www.opm.gov/studentloan/q&a.htm).

### **FEHB Election Effective Date Change**

Coverage elections made during the Federal Employees Health Benefits program open season, November 12 through December 10, 2001, will become effective January 1, 2002 for all enrollees. OPM states this is a permanent revision in how enrollment effective dates are set, primarily affecting active employees who traditionally have had enrollment changes effective with the first full pay period of a new year. Enrollment changes for annuitants are already effective at the start of the month. OPM is implementing this change to simplify administration of the program. Although not required to do so, agencies are encouraged to pro-rate enrollee withholdings and agency contributions from January 1 until the start of the next pay period. For more information visit <http://www.opm.gov/insure/health/index.htm>.

### **Nearly 65?**    See This IMPORTANT REMINDER About Medicare Part A

Whether you are retired or still employed, if you are not already receiving Social Security benefits, you must begin the process of signing up for Medicare Part A, three months before your 65<sup>th</sup> birthday (you can delay the start of Part B). For additional information and to find out how to enroll, click on the OPM website at <http://www.medicare.gov/basics/howtoenroll.asp>.

### **Court Leave**

An employee is entitled to paid time off, without charge to leave, for service as a juror or as a witness in a judicial proceeding in which the federal, state, or local government is a party. Employees are responsible for informing his or her supervisor if he or she is excused from jury or witness service for 1 day or more, or for a substantial part of a day. Employees must reimburse, to their agency, fees paid for service as a juror or witness. However, monies paid to jurors or witnesses that are in the nature of "expenses" (e.g., transportation) do not have to be reimbursed to the agency. For more information check the OPM website at <http://www.opm.gov/oca/leave/html/courtlv.htm>.

/s/

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